

READ THESE INSTRUCTIONS THOROUGHLY

STATE OF MINNESOTA
Board of Architecture, Engineering, Land Surveying,
Landscape Architecture, Geoscience and Interior Design
www.aelslagid.state.mn.us

PROFESSIONAL ENGINEERING APPLICATION AND INSTRUCTIONS

For licensure as a Professional Engineer in Minnesota by “Comity” or “Education/Examination/Long Experience,” the applicant’s qualifications must meet the requirements that were in effect at the time of the applicant’s original licensure, as outlined in Minnesota Statutes, Section 326.10 and Minnesota Rules 1800.2500 – 1800.2900. A link to the Board’s current statutes and rules can be found on the Board’s website above.

- ▶ **Comity:** Similar to reciprocity. **MN Comity Requirement:** At least one reference must verify qualifying engineering experience that took place before the date of the applicant’s successful passage of the PE exam. The number of years of required, verified experience **prior to** the PE exam can be found in MN Rule 1800.2500, Subpart 2a, A and B.
- ▶ **Education/Examination/Long Experience:** For those applicants who may not be able to obtain a reference to verify pre-PE exam engineering experience. References can be obtained from the applicant’s entire qualifying engineering experience. The number of years that are required to be verified can be found in MN Rule 1800.2500, Subpart 2a, A and B.

Formal application shall be made under oath (see *Affidavit* page) and filed with the Board accompanied by the appropriate application fee and documentation. The applicant is responsible for providing all required documentation.

Applications which have not been acted upon by the Board within six months from date of application due to an incomplete application shall be denied by the Board and do not qualify for a refund.

APPLICATION FEE: Include a check or money order made payable to the Minnesota Board of AELSLAGID with your application.

PE Licensure by Comity -- \$100.00*

PE Licensure by Education/Examination/Long Experience -- \$75.00*

*Additional license fee will apply once application is approved for licensure.

1. NCEES RECORD HOLDERS: If you are submitting an NCEES Professional Record, you must complete and return numbers 1-4, of the application form, one signed copy of the Professional Rules of Conduct (#11) and the signed, notarized *Affidavit* (#10). You do not need to submit additional transcripts, verifications or references. **The applicant must make a request to NCEES to send an electronic copy of their record to the Minnesota Board.**

2. ALL OTHER APPLICANTS: Complete the entire application form. **Original** applications must be submitted via U.S. mail; emailed and/or faxed applications are not accepted. If you have a previous record with the Minnesota Board office and your last name has changed, submit a **copy** of your marriage certificate or page from a legal document with name change.

3. RULES OF PROFESSIONAL CONDUCT: All applicants must read and submit one signed copy of the Rules of Professional Conduct with their completed application (#11). Keep the second (unsigned) copy for your records.

4. TRANSCRIPT(S): Unless you are submitting an NCEES record, you must submit a final, official transcript (in a **sealed envelope**) from your graduating university/college. You may request that the college registrar send your final, official transcript directly to the Board office. A final, official transcript shows evidence of the degree(s) obtained and date the degree was conferred. **Do not open the sealed envelope containing your transcript or it will not be considered official.**

5. FOREIGN-EDUCATED APPLICANTS: The Minnesota Board requires all applicants who have foreign degrees only (earned outside the United States and Canada) to obtain a subject analysis evaluation of their undergraduate degree in order to determine authenticity and equivalency to an EAC (Engineering Accreditation Commission)/ABET-accredited engineering degree program. **Refer to the Memorandum to Foreign Educated Applicants in this application packet for specific requirements and instructions to all foreign-educated applicants.**

6. VERIFICATION OF EXAMS AND CURRENT LICENSURE:

Unless you are submitting an NCEES record, submit the form **Verification of Exams and Current Licensure** in this application packet to the appropriate state licensing board(s) for verification of the above examinations. Only complete your name, address and last four digits of your social security number on the form. Do not fill in any further information on the verification form. The completed form(s) should be returned directly to the Minnesota Board office by the verifying Board. NOTE: *If your FE exam was taken and passed in Minnesota, you do not need to submit an FE verification form to the Minnesota Board.*

Some states have begun using the NCEES electronic verification system. Log on to <https://verify.ncees.org> to determine if your state is using this system.

7. PRACTICAL AND PROFESSIONAL EXPERIENCE:

Unless you are submitting an NCEES record, you must submit a complete record of your entire career on the enclosed form, **Practical and Professional Experience Record**. Account for all time from date of graduation to the present. *Attach additional sheets if necessary.* All gaps in employment must be explained. **Include all dates by month and year**, employers' name and address, name and title of supervisor/person to whom you reported, a description of work performed (including names of clients) and the degree of responsibility held in your position. **A résumé cannot be used in lieu of completing the Practical and Professional Experience record.**

8. REFERENCE FORMS:

Unless you are submitting an NCEES record, attach a copy of your completed Practical and Professional Experience Record (*not the entire application*) to each Reference Form before distributing to your references. **The individual(s) providing the reference(s) must place their initials next to the engineering experience they can substantiate, complete the entire reference letter as instructed and return both items directly to the Board office.**

According to Minnesota Rule 1800.2500, Subpart 2a, the number of years of qualifying engineering experience that must be verified by a reference on behalf of the applicant is determined by the level of education completed and the EAC/ABET-accreditation status of the degree program.

Additionally: The required experience must be verified by reference forms, documentation directly from your original state board of licensure or an established National Council of Examiners for Engineering and Surveying (NCEES) record.

PE Comity Applicants: The required number of years of experience must have been obtained BEFORE you passed the PE examination and must be verified by a minimum of one reference source.

If you have questions concerning the application or these instructions, contact the following individual at the Board office: *Margaret Koele*

Board staff is not permitted to evaluate credentials via email or phone; proper application, application fee and required documentation must be received.

Due to the Minnesota Government Data Practices Act, Board staff is not permitted to speak with a third party regarding any application without the signed, written permission of the applicant. See the **Release of Information consent form** included in this application packet.

STATE OF MINNESOTA
BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN

85 EAST 7TH PLACE, SUITE 160, ST. PAUL, MN 55101-2113

PHONE: (651) 296-2388 FAX: (651) 297-5310

HEARING IMPAIRED • 1-800-627-3529

FOR BOARD'S USE ONLY
Application Number
Date Application Received
Application Fee \$

**APPLICATION FOR LICENSURE AS A
PROFESSIONAL ENGINEER BY (CHECK ONE)**

___ **COMITY (Application Fee: \$100)**

___ **EDUCATION, EXAMINATION & LONG
EXPERIENCE (Application Fee: \$75)**

FOR BOARD'S USE ONLY
License Number
License Fee \$
Date License Issued

DATA PRACTICES ACT WARNING

The data which you furnish on this form will be used by the Minnesota State Board of AELSLAGID to assess your qualifications for licensure. You are not legally required to provide this data; however, if you fail to do so, the Board of AELSLAGID may be unable to process this application. After issuance of a professional license, the information contained in this application will be public information, pursuant to Minnesota Statutes, Chapter 13. Under Minnesota Statutes, Chapter 13, Social Security Numbers are not public information.

All Information, EXCEPT SIGNATURE, Must Be Printed In Ink or Typewritten

1. Personal Information – Please complete all sections

A. What was your **tested** professional engineer exam discipline? _____

B. Are you or your spouse an active member of the U.S. military? ☐ No ☐ Yes (priority processing)

Last Name	First Name	Middle Name	Social Security Number (required)		
Mailing Street Address		Apt/Suite #	City	State	Zip Code
Is Mailing Address Home or Business?	Business Name, if mailing address is Business			Contact Phone Number	
Present Employer	Present Position			Date of Birth (month, day, year)	

2. Do you currently hold a license in Minnesota? ☐ Yes ☐ No

If yes, for what profession? _____ License #: _____

3. Have you ever had a license disciplined, denied, surrendered, suspended or revoked?

☐ No ☐ Yes (If yes, please provide a separate statement of explanation.)

4. Will you be submitting an NCEES Council record? ☐ Yes ☐ No

- If yes, read and sign the Affidavit (# 10) and the Rules of Professional Conduct (# 11) and submit with your application and application fee. You do not need to complete the other portions of the application
- If no, please complete the entire application.

5. List other states in which you hold an architect, professional engineer, land surveyor, landscape architect, professional geologist or professional soil scientist license:

State(s) Licensed in:	Data Pertaining to License(s)				Check method for (each) license			
	Profession (including discipline of Engineering)	License Number	Mo. And Year Issued	Is License Current	Written Exam. (No. of hours)	Oral Exam.	Exemption (Grand-father Clause)	Comity

6. Education

All statements must be substantiated by submitting an official transcript from each educational institution. Transcripts must arrive in a sealed envelope from the institution.

College or University (Include night or extension work below)	Name and Location of Institution:	Month and Year		Date of Graduation	Degree Received
		From	To		
Postgraduate Work	Describe any postgraduate work, giving name of institution, nature of work and degree(s) received.				
Extension, Night or Correspondence Courses	Give name of institution, courses pursued, dates and indicate whether course was completed.				

7. Engineer In-Training Examination

The State in Which You Passed the Exam	In-Training #	Month & Year Issued	Number of Hours of Exam	Were you granted a Waiver of the FE exam?

8. Practical and Professional Experience

On the following pages, print or type a complete record of your entire professional experience in chronological order. Account for all time from receipt of your degree to the present. Include any intern or co-op experience prior to graduation. All gaps in employment must be explained.

Attach a copy of your practical and professional experience record to each employment verification form before distributing to your employers. Please DO NOT send your entire application to your employers – only the practical and professional experience record.

Practical and Professional Experience Record

Complete all information for each assignment or engagement. Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).

Name of Employer: _____ Position Title: _____

Address of Employer: _____

Name of Supervisor or Person to Whom You Reported: _____

Title of Supervisor or Person to Whom You Reported: _____

Profession of Supervisor/Person to Whom You Reported: _____

License Number of Supervisor/Person to Whom You Reported: _____

Dates of Employment: ____ / ____ / ____ to ____ / ____ / ____ Hours worked per week: ____
Mo Day Year Mo Day Year

Description of Work (Attach additional sheets as needed):

Supervisor must initial next to areas of work which he/she can substantiate	Describe your work in detail, including character of work, the degree of responsibility, the location of the work and clients.

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Complete all information for each assignment or engagement. Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).

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Mo Day Year Mo Day Year

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Complete all information for each assignment or engagement. Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).

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Title of Supervisor or Person to Whom You Reported: _____

Profession of Supervisor/Person to Whom You Reported: _____

License Number of Supervisor/Person to Whom You Reported: _____

Dates of Employment: _____ / _____ / _____ to _____ / _____ / _____ Hours worked per week: _____
Mo Day Year Mo Day Year

Description of Work (Attach additional sheets as needed):

Supervisor must initial next to areas of work which he/she can substantiate	Describe your work in detail, including character of work, the degree of responsibility, the location of the work and clients.

9. REFERENCES

Give the names and addresses of five references, other than relatives or members of this Board, having personal knowledge of applicant's good moral character and repute, and professional reputation. At least three of such references should be licensed in the profession in which licensure is sought. These five references should be the same individuals who can verify your qualifying work experience and to whom you send the Reference Forms.

Name	Address (street and number, city, state, zip)	State(s) Licensed in	Profession (including discipline of engineering)

10. AFFIDAVIT FOR LICENSE OR CERTIFICATE IN MINNESOTA
This form of attestation must be filled in by applicant before the notary public.

State of _____

County of _____

I, _____, being duly sworn, do hereby depose and swear that:

1. I have read and will comply with the provisions of Minnesota Statutes §§ 326.02 – 326.15 (2012) and the Rules and Regulations adopted thereunder;
2. I am not now under any disciplinary proceeding or action, pending or otherwise, in any other jurisdiction;
3. I have never been convicted of a felony;
4. I have not represented myself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design; and
5. I have not performed or offered to perform architectural, professional engineering, land surveying, landscape architectural, professional geological, professional soil scientific, or certified interior designer services, without proper licensure or certification in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design.

Signature of Applicant

Notary Public
Stamp or Seal

SUBSCRIBED and sworn to before me this _____ day of _____, 20____.

My Commission Expires:

Notary Public Signature

RECORD OF BOARD (This space not to be used by applicant.)

Application Withdrawn Date:

**RECOMMEND DENIAL
OF APPLICATION**

Board Member Signature

Date Signed:

**RECOMMEND APPROVAL
OF APPLICATION**

Board Member Signature

Date Signed:

11. RULES OF PROFESSIONAL CONDUCT

Read, sign and return this document with your application

1805.0100 PROFESSIONAL CONDUCT.

Subpart 1. **Purpose.** This rule of professional conduct is adopted for the purpose of implementing the laws and rules governing the practice of architecture, engineering, land surveying, landscape architecture, and geoscience including Minnesota Statutes, section 326.11.

Subp. 2. **Scope.** This rule is applicable to and binding upon each person, corporation, or partnership subject to the regulatory jurisdiction of the board and each person subject to the control of the licensee.

Subp. 3. **Imputed knowledge of professional responsibility.** Each licensee who holds a certificate of licensure issued by the board is charged with knowledge of this rule. In the exercise of the privileges and rights granted by the certificate of licensure, the licensee shall conform professional conduct to the public and to the board in accordance with the provisions of this rule, and shall, as a condition of licensure, subscribe to and agree to conduct the practice in accordance with the provisions of this rule.

1805.0200 PERSONAL CONDUCT.

Subpart 1. **Public confidence and personal integrity.** A licensee shall avoid any act which may diminish public confidence in the profession and shall, at all times, conduct himself or herself, in all relations with clients and the public, so as to maintain its reputation for professional integrity.

Subp. 2. **False statements and nondisclosure.** A licensee shall not submit a materially false statement or fail to disclose a material fact requested in connection with the application for certification or licensure in this state or any other state.

Subp. 3. **Knowledge of unqualified applicants.** A licensee shall not further the application for certification or licensure of another person known by the licensee to be unqualified in respect to character, education, or other relevant factor.

Subp. 4. **General prohibitions.** A licensee shall not:

A. circumvent a rule of professional conduct through actions of another;

B. engage in illegal conduct involving moral turpitude;

C. engage in conduct involving dishonesty, fraud, deceit, or misrepresentation;

D. engage in conduct that adversely reflects on the licensee's fitness to practice the profession; or

E. permit the licensee's name or seal to be affixed to plans, specifications, or other documents which were not prepared by or under the direct supervision of the licensee.

1805.0300 CONFLICT OF INTEREST.

Subpart 1. **Employment.** A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest.

Subp. 2. **Compensation.** A licensee shall not accept compensation for services relating or pertaining to the same project from more than one party unless there is a unity of interest between or among the parties to the project and unless the licensee makes full disclosure and obtains the express consent of all parties from whom compensation will be received.

Subp. 3. **Gifts.** A licensee shall not, directly or indirectly, solicit or accept any compensation, gratuity, or item of value from contractors, their agents, or other persons dealing with the client or employer in connection with the work for which the licensee has been retained without the knowledge and approval of the client or the employer.

1805.0400 IMPROPER SOLICITATION OF EMPLOYMENT.

A licensee shall seek and engage in only the professional work or employment the professional is competent and qualified to perform by reason of education, training, or experience.

A licensee shall not falsify or misrepresent the extent of the licensee's education, training, experience, or qualifications to any person or to the public; nor misrepresent the extent of the licensee's responsibility in connection with any prior employment.

A licensee shall not transmit, distribute, or publish or allow to be transmitted, distributed, or published, any false or misleading information regarding the licensee's own qualifications, training, or experience or that of his or her employer, employees, associates, or joint venturers.

A licensee shall not tender any gift, pay, or offer to pay, directly or indirectly, anything of substantial value, whether in the form of a commission or otherwise, as an inducement to secure employment. A licensee is not prohibited from paying a commission to a licensed employment agency for securing a salaried position.

1805.0500 FALSE OR MALICIOUS STATEMENTS.

A licensee shall make no false or malicious statements which may have the effect, directly or indirectly, or by implication, of injuring the personal or professional reputation or business of another member of the profession.

1805.0600 KNOWLEDGE OF IMPROPER CONDUCT BY OTHERS.

A licensee who has knowledge or reasonable grounds for believing that another member of the profession has violated any statute or rule regulating the practice of the profession shall have the duty of presenting such information to the board.

A licensee, when questioned concerning any alleged violation on the part of another person by any member or authorized representative of the board commissioned or delegated to conduct an official inquiry, shall neither fail nor refuse to divulge such information as the licensee may have relative thereto.

1805.0700 ACTION BY OTHER JURISDICTION.

Convictions of a felony without restoration of civil rights, or the revocation or suspension of the certificate of licensure of a licensee by another jurisdiction, if for cause which in the state of Minnesota would constitute a violation of law or of these rules, shall be deemed to be a violation of these rules of professional conduct. Any licensee adjudged mentally incompetent by a court of competent jurisdiction shall, until restored to mental competency, be deemed to be incompetent to practice the profession within the meaning of Minnesota Statutes, section 326.11, subdivision 2.

1805.0800 EMPLOYMENT ON THE BASIS OF MERIT.

A licensee as an employer, shall refrain from engaging in any discriminatory practice prohibited by law and shall, in the conduct of the business, employ professional personnel solely upon the basis of merit.

1805.0900 MISCONDUCT.

Misconduct within the meaning of Minnesota Statutes, section 326.11, subdivision 1 shall include any act or practice in violation of the rules of professional conduct as set forth in parts 1805.0100 to 1805.0800.

Date: _____

Signature: _____

Print Full Name: _____

Rules of Professional Conduct

Keep this document for your records.

1805.0100 PROFESSIONAL CONDUCT.

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Subp. 3. **Imputed knowledge of professional responsibility.** Each licensee who holds a certificate of licensure issued by the board is charged with knowledge of this rule. In the exercise of the privileges and rights granted by the certificate of licensure, the licensee shall conform professional conduct to the public and to the board in accordance with the provisions of this rule, and shall, as a condition of licensure, subscribe to and agree to conduct the practice in accordance with the provisions of this rule.

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Misconduct within the meaning of Minnesota Statutes, section 326.11, subdivision 1 shall include any act or practice in violation of the rules of professional conduct as set forth in parts 1805.0100 to 1805.0800.

Instructions to Applicants Regarding the Submission of Reference Forms For Applicants without an NCEES certificate record.

Print and complete reference forms **according to instructions given below.**

1. Type the name of the reference to whom you are sending the form. References should be supervisors who can verify work experience. In the case of your own firm, please use clients or other licensed professionals you have worked with.

2. Type your name and the Discipline of Engineering for which you are applying, and read, sign and date the Authorization to Release.

The remainder of the page is to be completed by the reference.

3. **Attach a copy of the “Practical and Professional Experience Record” that you are submitting with your application to the Board. Do NOT send your entire application to your references! Advise each reference to initial the part(s) of your experience record with which the reference has personal knowledge.** Failure of the reference to initial the portion(s) of the experience record with which the reference has personal knowledge will result in the voiding of that reference.

4. Send the Reference Form and copy of the Experience Record to each of your references. Include a stamped envelope addressed to the Board office. Your references must return the Reference Form and their initialed copy of the Experience Record directly to the Board office.

If you have questions regarding the reference form process, contact Margaret Koele at 651-757-1519.

REFERENCE FORM

This form must be completed thoroughly.

APPLICANT'S AUTHORIZATION AND RELEASE – THIS RELEASE MUST BE SIGNED BEFORE SENDING TO EMPLOYER.

I hereby authorize the Board of AELSLAGID to make inquiries of the person listed as a reference on this form with respect to my background and character. I invite full and complete response to all inquiries. I release the reference source(s) and recipients(s) from any and all claims, including claims for libel and slander, which may arise out of the communication of any information to the Board of AELSLAGID by the reference.

Signed: _____ Date: _____

The above named applicant has submitted an application to the Minnesota Board for licensure as a Professional Engineer under the Act to regulate the Practice of Architecture, Professional Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design, Minnesota Statutes Sections 326.02 to 326.15.

The Applicant has referred to you as having knowledge of his/her personal and professional qualifications. The Board requests your cooperation in making its evaluation of the applicant more complete by giving a true answer to the following questions. These answers are to be given by you of your own personal knowledge, without assistance from the applicant. The record of the applicant, as recorded here by you, will be accepted by the Board as a deliberate act made for the express purpose of acquainting the Board with the facts, as you see them, relative to the applicant's competency to practice the profession for which she/he has applied for licensure. All information secured from references is for use by the Board. **Complete all of the information requested below and make any additional comments that may be of value to the Board in evaluating this application.**

1. How many years have you known the applicant? _____

2. What is the applicant's usual and customary occupation? _____

3. Has the applicant ever rendered you professional service(s) as a(n):

___ Architect ___ Professional Engineer ___ Land Surveyor ___ Landscape Architect

___ Professional Geologist ___ Professional Soil Scientist

What year? _____ Explain the nature of the service provided: _____

4. What has been your association with the applicant?

___ Employer ___ Employee ___ Business Partner ___ Professional Associate ___ Client

• During what specific period of time (month/year to month/year): _____

• Explain the nature of the association: _____

Date: _____

Profession & Discipline: _____

Signature: _____

Remarks: _____

Printed Name: _____

Licensed in the state(s) of: _____

REFERENCE FORM

This form must be completed thoroughly.

APPLICANT'S AUTHORIZATION AND RELEASE – THIS RELEASE MUST BE SIGNED BEFORE SENDING TO EMPLOYER.

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Signed: _____ Date: _____

The above named applicant has submitted an application to the Minnesota Board for licensure as a Professional Engineer under the Act to regulate the Practice of Architecture, Professional Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design, Minnesota Statutes Sections 326.02 to 326.15.

The Applicant has referred to you as having knowledge of his/her personal and professional qualifications. The Board requests your cooperation in making its evaluation of the applicant more complete by giving a true answer to the following questions. These answers are to be given by you of your own personal knowledge, without assistance from the applicant. The record of the applicant, as recorded here by you, will be accepted by the Board as a deliberate act made for the express purpose of acquainting the Board with the facts, as you see them, relative to the applicant's competency to practice the profession for which she/he has applied for licensure. All information secured from references is for use by the Board. **Complete all of the information requested below and make any additional comments that may be of value to the Board in evaluating this application.**

1. How many years have you known the applicant? _____

2. What is the applicant's usual and customary occupation? _____

3. Has the applicant ever rendered you professional service(s) as a(n):

___ Architect ___ Professional Engineer ___ Land Surveyor ___ Landscape Architect

___ Professional Geologist ___ Professional Soil Scientist

What year? _____ Explain the nature of the service provided: _____

4. What has been your association with the applicant?

___ Employer ___ Employee ___ Business Partner ___ Professional Associate ___ Client

• During what specific period of time (month/year to month/year): _____

• Explain the nature of the association: _____

Date: _____

Profession & Discipline: _____

Signature: _____

Remarks: _____

Printed Name: _____

Licensed in the state(s) of: _____

REFERENCE FORM

This form must be completed thoroughly.

APPLICANT'S AUTHORIZATION AND RELEASE – THIS RELEASE MUST BE SIGNED BEFORE SENDING TO EMPLOYER.

I hereby authorize the Board of AELSLAGID to make inquiries of the person listed as a reference on this form with respect to my background and character. I invite full and complete response to all inquiries. I release the reference source(s) and recipients(s) from any and all claims, including claims for libel and slander, which may arise out of the communication of any information to the Board of AELSLAGID by the reference.

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Signature: _____

Remarks: _____

Printed Name: _____

Licensed in the state(s) of: _____

VERIFICATION OF EXAMS AND CURRENT LICENSURE

1. Go to <https://verify.ncees.org> and select "Minnesota" for the Board to which you would like your verification sent.
2. On the next screen, select the state in which you took your exam and/or are currently licensed or certified. Complete the rest of the questions and submit your request.
***Note: if the state from which you are requesting verification requires a fee, you must pay that fee before your verification will be completed and submitted to the Minnesota Board.**
3. The state from which you are requesting verification will receive your request electronically. That Board will complete the verification and submit it electronically to the Minnesota Board.

MEMORANDUM

TO: Applicants to the Fundamentals of Engineering (FE) Examination, and
Applicants to the Principles and Practices of Engineering (PE) Examination, and
Applicants for PE Licensure by Comity or Examination

SUBJECT: FOREIGN and DOMESTIC Engineering Education Evaluation Guidelines

All applicants who have been educated outside the United States and Canada** must have their education transcripts evaluated. The education shall be accepted only if it is determined to be **equivalent to the content of the Engineering Accreditation Commission (EAC)/ABET-accredited curriculum required for a Bachelor of Science degree in engineering.**

A SUBJECT ANALYSIS EVALUATION IS REQUIRED in order to determine if the degree meets minimum requirements of engineering science (32 semester or 48 quarter) **and** engineering design (16 semester or 24 quarter) credits. **THE ORIGINAL EVALUATION REPORT MUST BE SENT DIRECTLY FROM THE EVALUATION SERVICE TO THE MINNESOTA BOARD OFFICE EITHER BY U.S. MAIL OR ELECTRONICALLY. NO COPIES WILL BE ACCEPTED.**

****Licensed engineers educated in Canada will not be required to have their transcripts evaluated if their graduating college/university is recognized under the Washington Accord.** The Washington Accord is a mutual recognition agreement formed between ABET and the Canadian Engineering Accreditation Board of the Council of Professional Engineers.

Applicants who have been educated in the United States, but their degree program is not accredited by EAC/ABET, must have their degree evaluated in order to determine if their degree program meets MN Rules for engineering science and engineering design credits. **The same guidelines apply as stated above.**

Contact one of the following companies to obtain an education evaluation report:

NCEES Credentials Evaluations P.O. Box 1686 Clemson, SC 29633 Phone: (800) 250-3196 Website: www.NCEES.org	Foreign and U.S. degrees
Educational Credential Evaluators (ECE) P.O. Box 514070 Milwaukee, WI 53203-3470 Phone: (414) 289-3400 Website: www.ece.org	Foreign transcripts only

AUTHORIZATION TO RELEASE APPLICANT INFORMATION

MINNESOTA BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING, LANDSCAPE
ARCHITECTURE,
GEOSCIENCE AND INTERIOR DESIGN
(AELSLAGID)
85 East Seventh Place, Suite 160
St. Paul, MN 55101

Applicant data is classified as private or confidential under the Minnesota Data Practices Act. However, I **hereby waive my rights under the Minnesota Data Practice Act and authorize** the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (Board) to provide information contained in my application materials, including any documents, to

(insert name of the individual who may receive information).

I understand that I am not legally required to sign this form. The purpose of this authorization is to facilitate the processing of my application. This authorization automatically expires one year after this date.

Signature of Applicant

Printed Name of Applicant

Date

**** THIS FORM IS NOT REQUIRED. Complete only if you intend for someone besides yourself to contact the Board office for the status of your application (i.e. administrative assistant, spouse, etc.).**